

CHAPTER 16. INSPECT A DESIGNATED PILOT EXAMINER (DPE)

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- For large airplane or turbojet DPE: 1664
- For other DPE: 1665

3. OBJECTIVE. The objective of this task is to determine whether a DPE continues to meet the requirements for original designation. Completion of this task results in a finding of satisfactory or unsatisfactory performance. A finding of unsatisfactory performance may lead to the cancellation of the examiner's designation.

5. GENERAL.

A. Definitions.

(1) As used in this Chapter, an APPLICANT is a person being tested for a certificate or rating.

(2) A HIGH ACTIVITY DPE is an examiner who conducts 50 or more practical tests during a given quarter.

(3) SURVEILLANCE is a function used to evaluate a pilot examiner's ability to conduct airman certification activities as authorized.

7. INSPECTION.

A. Annual Inspections. All examiners must be inspected at least once a year for renewal. National and regional guidelines may require more frequent inspections.

B. High Activity DPE. In addition to the annual inspection described above, high activity examiners shall be evaluated at least one additional time during the year. This additional inspection requires that an inspector observe the examiner administer at least one complete practical test.

C. Other Inspections. In addition to the inspections described in paragraphs 7A and B above, the following circumstances will also require that an inspector take appropriate action and document that action on Federal Aviation Administration (FAA) Form 8000-36:

(1) an examiner whose practical test passing rate exceeds 90 percent;

(2) an examiner who conducts three or more complete practical tests on a given day;

(3) an examiner who tests a student trained by that examiner without approval from the supervising Flight Standards District Office (FSDO);

(4) an examiner whose certification file error rate exceeds 10 percent;

(5) an examiner who is the subject of a valid public complaint; or

(6) an examiner who has been involved in an accident, incident, or Federal Aviation Regulations (FAR) violation.

9. SURVEILLANCE.

A. Surveillance. Surveillance should include at least one visit every year to an examiner's base of operations. A pilot examiner may be flight checked any time the examiner's performance indicates that such a check is needed.

B. Inspections. In order of preference, the inspector may choose one of the following methods to evaluate an examiner:

(1) The inspector may observe a complete practical test. For an examiner who conducts the majority of tests in an aircraft unsuited to carrying an FAA inspector, a complete oral test will be observed. For the purposes of this paragraph, a complete practical test is a test that has advanced to the flight/simulator portion of the practical test. If this method is used and the inspector is unable to observe any part of the flight portion of the test, the examiner shall be evaluated in flight at least once every 24 months.

(2) The inspector may act in the role of an applicant for a practical test.

(3) The inspector may test the examiner on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate in accordance with the test standards.

C. Recordkeeping. Reports of all examiner surveillance shall be retained in the examiner's file (paper or electronic) that is maintained in the jurisdictional FSDO.

D. Unsatisfactory Findings. If an inspection indicates a deficiency in the technique, standards, or judgment of the examiner, the supervising inspector shall initiate immediate educational or remedial action. Such action must be recorded in the examiner's file. Suspension of an examiner's designation pending adjudication, consideration of cancellation, or resolution of the reasons for suspension must have the

concurrence of the regional Flight Standards Division manager. (See Volume 2, Chapter 15, Section 1 of this Handbook.)

E. Annual Meeting Requirement. Attendance at the annual examiner meeting held by each FSDO to discuss examiner procedures and problems shall be recorded in the examiner's file.

F. Additional Information. Detailed information on the designation and renewal of general aviation pilot examiners is found in Volume 2, Chapter 15 of this Handbook.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of FAR Part 61 regulations and Federal Aviation Administration (FAA) policies, and qualification as an Aviation Safety Inspector Operations.

B. Coordination. This task may require coordination with the airworthiness unit and with the airman records section of the Airmen Certification Branch, AVN-460.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, 91, 183, and 187 (Appendix A, Fees)
- All appropriate practical test standards (PTS)
- FAA Order 8710.3, Pilot Examiner's Handbook
- Advisory Circular 120-40, Airplane Simulator Qualification
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8000-36, PTRS Data Sheet

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

A. Preinspection Activity. The inspector reviews the examiner's FSDO file for:

(1) copies of correspondence maintained in accordance with Order 1350.15, Section 8000, Records Organization Standards;

(2) copies of valid pilot, medical (if required), and flight instructor certificates or current ISIS data verifying the same;

(3) records of satisfactory completion of initial and recurrent job functions standardization courses;

(4) record of attendance at the annual FSDO examiner meeting;

(5) copy of the initial examiner designation (FAA Form 8710-6);

(6) copy of the previous designation renewal (FAA Form 8710-6);

(7) records of surveillance/inspection;

(8) copies of Certificates of Authority and Designation (FAA Forms 8430-9 and 8000-5) showing geographic area(s) authorized;

(9) copies of the most recent 12 months' transmittals regarding errors in certification files; and

(10) testing activity log, including at least the applicant's name, aircraft type, N-number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to AVN-460.

B. Method of Inspection. In order of preference, the inspector may choose one of the following methods to evaluate a DPE:

(1) The inspector may observe a DPE conducting a complete practical test of an applicant. For an examiner who conducts the majority of tests in an aircraft unsuited to carrying an FAA inspector, a complete oral test will be observed. For the purposes of this paragraph, a complete practical test is a test that has advanced to the flight/simulator portion of the practical test. However, the examiner shall be evaluated in flight at least once every 24 months.

(2) The inspector may act in the role of an applicant for a practical test.

(3) The inspector may test the examiner on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate the test standards as a flight instructor and pilot examiner.

C. PTRS. The inspector opens a PTRS file.

D. The Inspector Arrives for the Inspection. The inspector verifies the examiner's identity, and examines the examiner's airman certificates, medical certificate, and Letter of Authorization (LOA).

7. TESTING PROCEDURES. The inspector conducts the inspection of the examiner according to one of the methods outlined in paragraph 5B of this Section. A preflight briefing must be conducted in accord-

ance with Volume 2, Chapter 1, Section 3, paragraph 3 of this Handbook.

A. Observe a Complete Practical Test.

(1) Prior to the beginning of the practical test, the inspector informs the applicant that he or she will be observing the examiner's performance and that, unless circumstances warrant otherwise, the examiner will issue a Temporary Airman Certificate (FAA Form 8060-4), Letter of Discontinuance, or Notice of Disapproval (FAA Form 8060-5).

(2) The inspector conducting the practical test, or an airworthiness inspector, should review the aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test. After review, the documents are returned to the applicant.

(3) The inspector should ensure that the examiner determines that the applicant meets all pertinent requirements.

(4) During the oral portion of the practical test, the inspector:

(a) determines whether the examiner asks appropriate questions to test all required practical test standards (PTS) tasks for the certificate or rating;

(b) determines whether the examiner can recognize incorrect answers and takes appropriate action; i.e., termination of the practical test and issuance of a Notice of Disapproval;

(c) determines whether the examiner asks questions that have only one correct answer; and

(d) ensures that prior to the flight portion of the test a preflight briefing is conducted in accordance with the guidance in Volume 2, Chapter 1, Section 3 of this Handbook.

(5) During the flight portion of the practical test, the inspector:

(a) determines whether the examiner requests maneuvers from the appropriate PTS and applies PTS standards; and

(b) determines if the examiner can recognize unsatisfactory performance by the applicant and take appropriate action, such as recognizing the need to take over control of the aircraft, terminating the practical test, and issuing a Notice of Disapproval.

(6) After having observed the examiner conduct a practical test of the applicant, the inspector notes the following four possible outcomes. During the post-flight debriefing, the inspector observes the

examiner's critique of the applicant. The inspector determines why the examiner approved or disapproved the applicant and whether the examiner's judgment was based on the PTS. In each of these outcomes, the inspector conducts a debriefing with the examiner, separate from the applicant. During the debriefing the inspector discusses the performance of both the applicant and the examiner. The inspector recommends areas for improvement to the examiner.

(a) If both the examiner and the applicant perform satisfactorily, the inspector observes issuance of the temporary airman certificate by the examiner.

(b) If the examiner performs satisfactorily but the applicant's performance is unsatisfactory, the inspector observes issuance of the Notice of Disapproval by the examiner.

(c) If the examiner performs unsatisfactorily but the applicant performs satisfactorily, the inspector issues the Temporary Airman Certificate and completes the required documents.

(d) If both the examiner and the applicant perform unsatisfactorily, the inspector issues the Notice of Disapproval and completes all required documents.

B. Act as Applicant for Practical Test. The inspector may assume the role of applicant for a practical test.

(1) The inspector conducting the practical test, or an airworthiness inspector, should review the aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test. After review, the documents are returned to the applicant. Prior to conducting the flight, a preflight briefing must be conducted in accordance with the guidance in Volume 2, Chapter 1, Section 3 of this Handbook.

(2) The inspector instructs the examiner to conduct the practical test as if he or she were an applicant. The practical test should include an oral portion, a flight, and a post-flight debriefing. The inspector uses the criteria found in paragraph 7A of this Section.

C. Practical Test of Examiner. The inspector should also consult the chapter in this Handbook that covers the pilot and/or flight instructor certificate and/or ratings being tested.

9. INSPECTION RESULTS. Based upon the results of the method of inspection, the inspector determines whether the examiner's performance is satisfactory or unsatisfactory.

A. Satisfactory Performance. The inspector records the examiner's satisfactory performance on FAA Form 8000-36.

B. Unsatisfactory Performance. The inspector records the examiner's unsatisfactory performance on FAA Form 8000-36, and determines which of the following actions is appropriate:

(1) If the examiner's performance is unsatisfactory, but the inspector determines that additional training may correct the deficiency, training shall be accomplished. A satisfactory evaluation of the examiner must be completed prior to the examiner exercising testing/certification privileges.

(2) If the examiner's performance is unsatisfactory to the extent that additional training is inappropriate, action must be taken to cancel the examiner's authority in accordance with Volume 2, Chapter 15, Section 1, paragraph 19 of this Handbook.

(3) If the inspector has reason to believe the examiner may not be qualified and/or competent to exercise the privileges of the pilot/flight instructor certificate or rating held by that examiner, re-examination of the examiner in accordance with Section 609 of the FA Act of 1958, as amended, may be appropriate. The inspector should refer to Volume 2, Chapter 26 of this Handbook.

(4) If a violation is alleged, the inspector should initiate an enforcement investigation of the examiner. (See Volume 2, Chapter 182 of this Handbook.)

C. PTRS. The inspector closes PTRS.

11. TASK OUTCOMES. After completion of this task, the inspector records either:

A. A satisfactory inspection in the examiner's FSDO file; or

B. An unsatisfactory inspection in the examiner's FSDO file.

13. FUTURE ACTIVITIES.

A. Recordkeeping of completed airman certificates and/or ratings as submitted by the designated pilot examiner. This recordkeeping will be maintained in accordance with current office procedures.

B. Addition of examiner designations.

C. Renewal of the pilot examiner before the annual expiration date.

D. Reinstatement of examiner after expiration of designation.

E. Additional surveillance of the examiner.

FIGURE 16-1
FAA FORM 8430-9, CERTIFICATE OF AUTHORITY (REVERSE SIDE)

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

Office	Date	Inspector's signature
LIT FSDO	9-23-93	
BTR FSDO	10-15-93	